CORRESPONDENCE

EXAMPLES OF FORMAT

Office of the Deputy Director for Support

TO: Deputy Director (Plans) Deputy Director (Support) Deputy Director (Intelligence) Deputy Director (Research)  SUBJECT: Correspondence Addressed to the Constructions concerning the lead paragraph of a DDCI or Executive Director.  2. Probably due to the passage of time, contended instructions to receive memoranda in the does not clearly indicate whether the document information or background use only.  3. Addressees are requested to take what sure that all memoranda submitted to the DCI, open with a sentence similar to one of the three a. "This memorandum is for information or background use only."  b. "This memorandum suggests a DDCI or Executive Director; this action is contained approval; this recommendation is contained."	O. A-265
ACTION MEMORANDUM N  TO: Deputy Director (Plans) Deputy Director (Support) Deputy Director (Intelligence) Deputy Director (Research)  SUBJECT: Correspondence Addressed to the Constructions concerning the lead paragraph of a DDCI or Executive Director.  2. Probably due to the passage of time, cone O/DCI continues to receive memoranda in does not clearly indicate whether the document information or background use only.  3. Addressees are requested to take what sure that all memoranda submitted to the DCI, open with a sentence similar to one of the three a. "This memorandum is for information or Executive Director; this action is c. "This memorandum subgists a pode in the control of the con	O. A-265
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	TO: Deputy Direct Deputy Direct Deputy Direct Deputy Direct		General Counsel Inspector & neral Comptroller	•
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		*	/s/ Lyman B. Kirkpatric Executive Director	:k
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CONTRACTOR VIAL

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DO/S 66,3775

1 9 JUL 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Use of Certain Terms

As requested by you to pass around on a quiet basis, the following are the expressions and their definitions which I discussed at a recent staff meeting.

"DD/P, " "DD/S, " "DD/I, " and "DD/S&T" refer to the man, not the directorate. "Clandestine Services, " "Support Services," "Directorate of Intelligence," and "Directorate of Science and Technology" should be used to refer to the directorate.

The term "Director" or "Director of Central Intelligence" should be used when referring to Mr. Helms, not "DCI."

25X1A

L. K. White Executive Director-Comptroller

\DD/S Distribution:

Vorig - DD/S Subject

1 - ea to D/CO, D/F, D/L, D/MS, D/P, D/S, DTR

CONTINUES GROUP 1

downgrading and declassification

COPY

DD/S 65-0000

REGULAR MEMORANDUM I

See RM II for those going to ExDir, DDCI and DCI by title.

MEMORANDUM FOR: Director of Personnel

SUBJECT

REFERENCE

:: Memo dtd 5 Oct 65 to DD/S fr D/Pers, same

subject (or . . . subj: Holiday Duty)

R. L. Bannerman
Deputy Director
for Support

XERO

DD/S 65-0000

REGULAR MEMORANDUM II
Going to ExDir, DDCI, or DCI
by title.

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : XXXXXXXXXXXXXXX XXXXX XXXXXXXXXXX

1. This memorandum is for your information only.

R. L. Bannerman
Deputy Director
for Support

REFERENCE LINES

COPY

DD/S 65-0000

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT

: Holiday Duty

REFERENCE

: Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and

DD/S&T fr ExDir-Compt, same subject

## If there is more than one reference:

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT

: Holiday Duty

REFERENCES

: (a) Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and

DD/S&T fr ExDir-Compt, same subject

(b) Memo dtd 5 Nov 65 to ExDir thru DD/S fr DD/P,

same subject

APPROVAL MEMORANDUM

DD/S 65-0000

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT

: Xxxxxxxxxxxxx Xxxxxxxxxxxx Xxxxx

- 1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph  $\underline{4}$ .

R. L. Bannerman Deputy Director for Support

The recommendation contained in paragraph 4 is approved.

Richard Helms
Director of Central Intelligence

Date

Distribution:

O - DD/S

1 - ER

1 - DD/S chrono

1 - DD/S subject (w/held)

1 - (any information addressee)

(Distribution shown on original on approval papers only.)

Note: If, for instance, the DD/P, General Counsel, or any other office outthe DDS were to sign CONCURRENCE on this approval memo, the concurrence

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2. Xxxxxxxxxxxxxxxx, etc.			
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			L. Bannerman
			L. Bannerman eputy Director for Support
DD/S:RLB:fp ) Distribution: )			eputy Director

DD/S 65-0000

### A COBA

#### CENTRAL INTELLIGENCE AGENCY

### Memorandum of Conversation

DATE: 5 November 1965

SUBJECT

: Xxxxxxxxxxxxxxxxxx

Xxxxxxxxxxxxxxx

PARTICIPANTS: Department of State:

William J. Crockett, Deputy Under Secretary of State for Administration

Central Intelligence Agency:

R. L. Bannerman, Deputy Director for Support

COPIES TO , DDCI, Ex.Dir.-Compt., D/F, OGC, DD/S (2)

R. L. Bannerman Deputy Director for Support

ON DD/S COPIES ONLY:

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Distribution:

- O DD/S subject
- 1 each office listed above
- 1 DD/S chrono

FEB 57

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(11-22-39)

Approved For Release 2001/09/03: CIA-RDP74-00005R000200100011-0 INTERNAL USE ONLY COLLFIDENTIAL SECRET UNCLASSE 13 ROUTING AND RECORD SHEET SUBJECT: (Optional) Optional: XXXXXXXXXX XXXXX XXX EXTENSION NO. FROM: Deputy Director for Support Room 7D-18 HQS 25X1A DATE 5 November 1965 TO: (Officer designation, room number, and DATE OFFICER'S COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) RECEIVED FORWARDED 1. Director of Personnel E¢k: Room 5E-56 HQS Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx XXXXXXXXXXXX. ٠3. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 4. XXXXXXXX. 5. 6. R. L. Bannerman Att 7. Memo dtd 4 Nov 65 to DD/I, DD/P, DD/S, and DD/S&T fr DDCI, subj: ٤. Xxxxxx Xxxxxx Xxx \*(DD/S 65-0000) DD/S:RLB:fp ۶. Distribution: O - Addressee w/cc of att Shows on DD/S 1 - DD/S chrono 10. 1 - DD/S subject w/att copies only. Copies are on this 1 11. form also. DD/S 65-0000 - Memo dtd, etc. \*DD/S number showsonly on DD/S copies. 12. 13. 14.

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15.

TRANSMITTAL SLIP rv 1965 TO! Director of Logistics POOM NO. BUILDING 1C-50 Quarters Eye REMARKS: For your information. (Note: Prepare a transmittal of the office to which the extract will be sent. It is not necessary to make a chrono and subject of the transmittal slip. The chrono and subject of the extract itself will be sufficient. Have the officer sending the extract (in this case Mr. Bannerman) initial above his title on the transmittal slip.) FROM: Deputy Director for Support BUILDING ROOM NO. 7D-18 Headquarters

REPLACES FORM 20-8 WHICH MAY BE USED.

FORM NO . 241

25X1A

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100011-0

Approved For Release 2001/09/03: CIA	-RDP7	74-0000 <u>5</u> R000200100011-0
· V 1		Q
EXTRACT		DD/S 65-0000
A portion of any correspondence which		
is sent to an office or person for informa-		
tion.		

6 January 1963 (The date the material quoted was written)

MEMORANDUM FOR THE FILE

#### E-X-T-R-A-C-T

- - "a. Xxxxxxxxxx, etc.
  - "b. Xxxxxxxxx, etc.

#### E-X-T-R-A-C-T

DD/S:RLB:fp	)	
Distribution:	)	
O - D/Log on 10 January 63	.)	On DD/S copies only
1 - DD/S chrono	)	On DB/B copies only
1 - DD/S subject	)	

R. L. Bannerman
Deputy Director
for Support

Λtt

Memo dtd 5 Nov 65 to DD/S fr D/Pers, subj: Recruitment

) If the attachment is clearly spelled out ) in the body of the memorandum, there

is no reason to spell it out here.

BUT -- Do NOT use the phrase "As stated",

simply list "Att".

#### IF THERE ARE TWO OR MORE ATTACHMENTS:

2 Atts

Att 1: Memo dtd 5 Nov 56 to DD/S fr D/Pers, subj: Recruitment Att 2: Memo dtd 23 Oct 65 to DD/S

fr D/Pers, subj: Recruitment

Note: Please try to avoid using Tab A, Tab B, Tab C, etc., in listing attachments.

IF THERE ARE ATTACHMENTS PLUS A COURTESY COPY LINE, they are shown as follows:

R. L. Bannerman
Deputy Director
for Support

Att

Reference (or, Referent memorandum)

cc: General Counsel
Director of Personnel

NOTE: Memoranda have "Attachments"
Letters have "Enclosures"

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·	DD/S 65-0000
FORMAL MEMORANDUM	•
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EMORANDUM FOR: Director of Personnel	•
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OR, VERY INFORMAL This form never used for ExDir, DDCI or DC	7
his form <u>never</u> used for ExDir, DDCI or DC	*
· *	(0)
MEMORANDUM FOR: Mr. Echols	
MEMORANDUM FOR: Mr. Echols	¥

R. L. Bannerman

# INFORMAL GUIDANCE CONCERNING MR. HELMS' PERSONAL PREFERENCES IN THE FORMAT OF CORRESPONDENCE:

1. He prefers addresses to be no longer than four lines, if possible.

rather than

Mr. John W. Smith
Director
Department of. . . . .
0000 1st Street, N.W.
Washington, D.C. 00000

2. He prefers the memorandum format rather than a letter, even when replying to an incoming letter.

Example: MEMORANDUM FOR: The Honorable Dean Rusk
The Secretary of State

SUBJECT

rather than the letter format.

XERC COPY





# CENTRAL INTELLIGENCE AGENCY WASHINGTON 25, D. C.

#### OFFICE OF THE DIRECTOR

NOTE: Memoranda to the President are double-spaced.

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In accordance with . . .

I wish to assure you. . .

Richard Helms Director

Attachment

ON CIA COPIES ONLY:

DD/S:RLB:fp (ON DD/S COPIES ONLY)

Distribution:

O&1 - Addressee w/att

- 1 Signing Official w/att
- 1 ER w/att
- 2 ± DD/S w/att
- 1 D/Sec w/att.

CONCUR:

R. L. Bannerman
Deputy Director

for Support

Date

KERC

XERO COPY

Approved For Release 2001/09/03: CIA-RDP74-00005R000200100011-0



# CENTRAL INTELLIGENCE AGENCY WASHINGTON XX D. C. 20505

OFFICE OF DIRECTOR OF CENTRAL INTELLIGENCE (This format applies to Ex. Dir. and DCI also-each letter must be on proper letterhead. The

Executive Director uses DCI letterhead.)

The Honorable Robert S. McNamara The Secretary of Defense Washington, D. C. 20301

Dear Mr. Secretary: (Find out if the person signing the letter knows the addressee personally, for instance well enough to use his first name.)

Sincerely,

Richard Helms
' Director

Enclosure (if any)
DD/S:RLB:jvw

) On DD/S copies only.

Distribution:

Orig & 1 - Addressee

1 - ER ) Distribution on CIA copies only.

1 - Signing Official

1 - DD/S Subject

CONCUR:

1 - DD/S Chrono

\_\_\_\_\_\_

1 - DD/P

(any other copies required)

R. L. Bannerman
Deputy Director
for Support

Make an envelope for the letter to be forwarded to ER with package

XERO COPY COPY